



# CHECKLIST FOR:

## LAKE COUNTY VARIANCE APPLICATION (DENSITY MAP & REGULATIONS)

This checklist is to assure your application is complete so it can be processed promptly. Please use the check boxes next to each item. You will be notified within 5 working days if any key elements are missing. Be reminded that additional information may be required as the application goes through the review process.

You are welcome to schedule an **Informal Project Preview** with the Planning Department staff prior to submitting an application. This is a free service to ensure projects go as smoothly as possible from the beginning. We are more than happy to discuss your project and provide feedback!

Submit the checklist, application and fee to:

Lake County Planning Department  
106 4<sup>th</sup> Avenue East  
Polson MT 59860

Phone 406.883.7235  
FAX 406.883.7205  
Email [planning@lakemt.gov](mailto:planning@lakemt.gov)

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Please check that you have completed the following:

- ☐ Check to Lake County Planning Department
- ☐ Applicant Contact Information
- ☐ Local Agent/Contractor Contact Information
- ☐ Project Location/Description
- ☐ Location Sketch
- ☐ Site Plan
- ☐ Description of Requested Variance (item #5 on form), including narrative letter
- ☐ Lake County Environmental Health Review (Sanitation) – PERMIT?
- ☐ Other Required Permits?
- ☐ Landowner/Agent Certification and Signature(s)

Typically, the Lake County Board of Adjustment meets on the second Wednesday of each month in the Large Conference Room on the 3<sup>rd</sup> floor of the Lake County Courthouse. Requests for Board of Adjustment action, including variance applications, must be submitted to the Lake County Planning Department at least twenty-eight (28) days prior to the usual monthly meeting. All application related materials must be submitted prior to the submittal deadline.

See the department webpage for regulations and other information:  
[www.lakecounty-mt.org/planning](http://www.lakecounty-mt.org/planning)

## **VARIANCE APPLICATION** **(Density Map & Regulations)**

Application number: \_\_\_\_\_

This application must be used for variance requests related to the Lake County Density Map and Regulations. Attach a check payable to the Lake County Planning Department for **\$500.00** and submit the application materials (2 copies) to the Lake County Planning Department, 106 Fourth Avenue East, Polson, MT, 59860.

*Please check (✓) the box next to each item below to demonstrate completion of the item. If an item is not applicable to your proposal, include N/A next to the box to indicate it is not required.*

- ☐ **1. Applicant Contact Information** (must be a landowner with interest in the property, who is authorized to propose and conduct the proposed activities):

Name of Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone # \_\_\_\_\_

Email: \_\_\_\_\_

- ☐ **2. Local Agent/Contractor Contact Information\*** (if applicable):

Name of Agent/Contractor: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone # \_\_\_\_\_

Email: \_\_\_\_\_

*\* If more than one agent/contractor is being used, attach a sheet containing the additional information.*

- ☐ **3. Project Location/Description:**

Property Address: \_\_\_\_\_  
\_\_\_\_\_

Legal Description:

Subdivision, COS, or Deed Exhibit #, etc.: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_

Section \_\_\_\_\_, Township \_\_\_\_\_ North, Range \_\_\_\_\_ West. Lot Size: \_\_\_\_\_ Acres / Square Feet (circle)

Tax ID Number: \_\_\_\_\_ Geocode: \_\_\_\_\_

Lake County Density Map region that the property is in: \_\_\_\_\_

- ☐ **4. Location Sketch:**

Attach a location sketch that is adequate to locate the property for a site visit. The sketch should identify such items as road signs, landmarks or other features to assist in locating the project site.

- ☐ **5. Site Plan:**

Attach a site plan (the preferred scale is 1 inch to 20 feet) showing the layout and existing and proposed development of the property. Check the box for each item that has been included on the site plan.

- ☐ a. Scale
- ☐ b. North Arrow
- ☐ c. Property boundaries with dimensions noted
- ☐ d. Location and dimensions of all buildings on the property, including an indication of whether each building is connected to water and/or sewer
- ☐ e. Location of any surface waters or wetlands
- ☐ f. Location and dimension of the existing and proposed easements, roads, and driveways accessing the property
- ☐ g. Location of existing or proposed utilities including water, sewer, electric and telephone services
- ☐ h. Distance of all existing and proposed structures to property boundaries

☐ **6. Requested Variance:**

- a) What section(s) of the Density Map and Regulations are you requesting relief from? \_\_\_\_\_
- b) Briefly, what would approval of the requested variance allow? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- c) Attach a narrative statement (letter) discussing the following items for the Board of Adjustment to consider when determining if the variance request should be granted:
  - 1. Whether the granting of the variance will or will not be contrary to the public health and/or welfare;
  - 2. Whether there are any relevant special conditions that result in unnecessary hardship from the literal enforcement of the provisions of the Density Map and Regulations;
  - 3. Whether the granting of the variance will observe the purpose of the Density Map and Regulations and the goals and objectives of the Lake County Growth Policy.

☐ **7. Lake County Environmental Health Review (Sanitation):**

*Note:* All development proposals are required to demonstrate compliance with all applicable Lake County Environmental Health Department requirements.

Have you obtained an on-site wastewater treatment system installation or use permit from the Lake County Environmental Health Department for the proposal? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, what is the permit # \_\_\_\_\_

If not, please explain: \_\_\_\_\_

Office Use only:

Sanitarian review/comments: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

☐ **8. Other Required Permits:**

Are there any other permits required for this proposal? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, include the name of each permitting agency and the type of permit(s) required below and include

a copy of the permits or applications in the Variance Application packet.

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☐ **9. Landowner Certification:**

By signing this application, I certify that the information being provided is true and correct to the best of my knowledge and that I am the owner of the property authorized to represent the proposal. I understand that any variance approval issued as a result of this application strictly limits activities to authorized plans on file with Lake County and to all conditions of approval. Any changes to the proposal may require addition review and approval by Lake County. I further understand that the applicable activity proposed by this application shall not commence until approval has been issued by the Lake County Planning Department and/or Board of Adjustment, as applicable. If construction commences prior to approval, the applicant and the designated agents may be liable for fines, corrective actions, and/or after-the-fact review fees. Furthermore, I am familiar with the current Lake County Density Map and Regulations. By completing and signing this application form, I certify that any activity related to this application will be done in compliance with the requirements of the Density Map and Regulations, as well as all applicable regulations of Lake County and the State of Montana. Furthermore, I hereby grant permission to the members of the Lake County Planning Department staff, the Lake County Board of Adjustment, or their designated agents to enter onto the subject property for the purposes of evaluating this application and any construction or modification of the property that will occur as a result of this application.

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**LANDOWNER SIGNATURE(S)**

**DATE**

**Incomplete or erroneous applications will be returned to the applicant.**

*See following page for additional information.*

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Contact:

Lake County Planning Department  
106 Fourth Avenue East  
Polson, MT 59860

Phone: 406-883-7235

Fax: 406-883-7205

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